

9 January 1973

MEMORANDUM FOR THE RECORD

SUBJECT: Visit to Commandant, Defense Intelligence School,
4 January 1973

1. The undersigned and Mr. [] CIA Representative to the Defense Intelligence School (DIS) visited the Commandant, DIS, on 4 January 1973 for the purpose of informing him of the contents of the Attachment before he received a copy through his own chain of command.

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2. Captain [] reacted as follows:

- (a) DIS has requirements for the remote terminals, classroom space and office space in Building T-4 which will preclude the level of intelligence community programming envisaged in the Attachment.
- (b) If DIA agrees to the space and personnel allocations requested in the Attachment, they would come out of DIA allocations.
- (c) The Attachment should have been discussed with him in advance.
- (d) Doubted that there was a real requirement for the training on the scale proposed in the Attachment.

3. Comment: Although I knew that Captain [] has never favored the continuation of the Information Science Training Program in his area of jurisdiction, his expressed opposition was even stronger than anticipated and he clearly implied that he would oppose the proposals through his own channels. No amount of explanation that these proposals were made in good faith to meet documented community requirements in a manner least costly to all seemed to suffice.

STAT

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[]
Chief, Information Science Training Staff
Office of Training

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Approved For Release 2003/05/05 : CIA-RDP84-00780R006100160015-4

Next 2 Page(s) In Document Exempt

Approved For Release 2003/05/05 : CIA-RDP84-00780R006100160015-4

Executive Director-Comptroller

The attached memorandum contains recommendations for your consideration on the subject of information science training.

Request your signature.

John W. Coffey

EO-DD/S:LDP:es (15 Nov 72)

Distribution:

Orig - Adse w/orig&2 of att (DD/S 72-4277)

✓ 1 - DD/S subject w/cy of att

1 - DD/S chrono

DD/S 72-4277: Memo dtd _____ to ExDir-Compt, fm DD/S, re subj as above.

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DD/S 72-4277

16 NOV 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Information Science Training

REFERENCE : Memo dtd 10 Nov 72 to DD/S fm D/TR, subj:
Requirements for Information Science Training
(DD/S 72-4237)

1. Paragraph 5 contains two recommendations for your approval.
2. The referent memorandum summarizes Agency and Intelligence Community requirements for information science training. It concludes that a change is warranted in the earlier decision to restrict such training to Agency requirements in FY 1974 and thereafter.
3. You will recall that information science training conducted under USIB auspices and managed by the Defense Intelligence School was never in much demand in the Intelligence Community. It was only after the Agency assumed managerial responsibility and streamlined the courses that the present unprecedented demand developed.
4. Although recent increased Agency interest in information science training is the result of internal requirements, it has been necessary to keep it on a Community basis during FY 1973 because of the need for the DIS classroom space and remote terminals. Consequently, the Agency has played a major role and should acknowledge responsibility for the renewed Community interest in this important subject. Furthermore, the Agency's leadership in this regard clearly supports the Director's Community responsibilities; hence, it seems desirable to continue. In fact, the Director might find it difficult now for the Agency to disengage from the interagency thrust of information science training by the end of FY 1973, as originally planned a few months ago.
5. Therefore, I endorse the suggestions made by the Director of Training in the referent memorandum and recommend your approval of the following:

- a. Continue the interagency training program under CIA management through FY 1974, but only if DIA will agree to the continued use

SUBJECT: Information Science Training

of Building T-4 and the associated remote terminals. (Note: If DIA will not agree to the use of Building T-4, then the Agency must develop a modified program for exclusive internal use. Interagency training without DIS facilities during FY 1974 would be extremely difficult because of insufficient lead time to arrange other suitable space and technical support.)

b. Request additional staff assistance from NSA and DIA if the training is continued during FY 1974 on an interagency basis.

EYES ONLY
Zs. John W. Coffey

John W. Coffey
Deputy Director
for Support

Att: Ref memo

The recommendations contained in paragraph 5 are approved.

1s/ W. E. Colby

W. E. Colby

Executive Director-Comptroller

7 Dec 72

Date

Distribution:

Orig - Adse (Pls return to D/TR via DD/S)

1 - ER

1 - DD/S subject

1 - DD/S chrono

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DD/S 22-4237

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Requirements for Information Science Training

REFERENCES : (a) Memo dtd 5 July 72 to Ex Dir-Compt.
fr DD/S (DD/S 72-2670)

(b) Memo dtd 13 July 72 to DD/S fr
Ex Dir-Compt., subj: Information
Science Training, (ER 72-3894/3)

1. Paragraph 11 contains a recommendation for the consideration of the Deputy Director for Support.

2. Reference (a) requested that the Executive Director-Comptroller provide guidance on the desired level of effort for the information science training program beyond FY 1973 for the purpose of ascertaining the resources to be planned for this activity. In response, Reference (b) directed that the potential customers be contacted for estimates of their requirements for this training, following which a better overall judgment could be made with respect to the total investment needed for this activity.

3. On 14 July 1972 the Director of Training sent a comprehensive questionnaire to all Agency offices and staffs requesting their best estimates of requirements for a variety of courses in the information science field (Attachment A). In addition to the suggested courses recipients were encouraged to specify any type of information science or management science course needed for the development of their employees. Each addressee was provided with a statement defining the goals of the overall program and describing the scope of the possible courses.

4. A summary statement of the total requirements is provided in Attachment B. A further breakdown of these totals for the offices, staffs, and where appropriate, the divisions of each Directorate are contained in Attachments C, D, E and F. As you will note from these attachments the total recorded Agency requirement for information science training for FY 1974 is for 327 students. Of this number 277 students

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would be enrolled in four specific courses as follows: Information Science for Intelligence -- 42 students; Management Science for Intelligence -- 107 students; Systems Analysis -- 65 students; and Survey of Information Handling Systems -- 63 students. The remainder of the requirement, 51 students, was for several functionally oriented information science workshops described in the succeeding paragraph. Judging from the strong interest generated by the questionnaire in many components it is our view that the negative responses from a number of other large components probably represent unidentified needs. Thus, the estimates provided in this paragraph probably are very conservative and we expect to find that actual applications for enrollment in information science courses in FY 1974 will exceed these estimates.

5. Attachment A invited the recipients of our questionnaire to identify any special requirement not satisfied by the proposed courses. Components identified special needs as follows:

A. Office of Finance, DDS, has a very firm requirement to provide 20 OF careerists with five to six weeks of information science training primarily designed for finance personnel. The Director of Finance has noted that he is prepared to designate two or three finance officers to work with an OTR Staff in developing a course to meet specific requirements in this important area. Although we have met with Office of Finance personnel on several occasions to discuss course content, and although a few of their personnel have attended our on-going course in Information Science for Intelligence, we have not been able to satisfy this standing requirement.

B. Office of Current Intelligence, DDI -- OCI has responded that it is interested in a one-week course aimed specifically at current intelligence needs. In a subsequent conversation with the DTR, the D/OCI has stated that he perceives a need for a course in computer science especially designed for senior officers. He has suggested a course meeting from 1000 to 1500 hours for five days, enabling participants to be at their desks at the beginning and end of each day.

C. Special Research Staff, DDI, has stated that it expects to have information science missions and capabilities for the first time by FY 1974 and may desire two or more special workshops at that time.

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D. Imagery Analysis Service, DDI, responded that it is interested in tailoring a course to provide information science techniques to a select group of IAS personnel but would defer specific requests for this training until they gain more experience with the regular course. A senior IAS officer has attended the just completed course in Information Science for Intelligence.

E. National Photographic Interpretation Center, DDI, has recorded a requirement for at least one special workshop for their personnel. It is likely that the IAS and NPIC requirements can be consolidated in a single course.

F. Special Study Group, DDI, foresees a need for a workshop in the application of information science to indications and warning intelligence. There have been previous expressions of interest from DOD sources for this kind of a course and the now defunct Information Science Center had planned to prepare such a course for FY 1973. Mr. [] of CIA was to be the Chief Instructor. The limited staff resources available to OTR have precluded any effort in this direction this year.

G. The Office of Logistics, DDS, has suggested that a special course might be desirable as SIPS comes into being.

6. Another very strong indicator of the extent of the interest in this training was derived from the response to the recently offered interagency course in Information Science for Intelligence (four weeks). A total of 130 applications were received for a course accommodating but 27 students. These were received as follows: CIA, 24; DIA, 57; NSA, 40; and Military Services, 9. Thus, the backlog of applicants will carry us at least through FY 1973 without any further announcements of this particular course. The one-week course in Management Science scheduled for the period of 13 - 17 November is even more heavily over-subscribed. There are a total of 262 applicants for this course and they are distributed as follows: CIA, 35; DIA, 67; NSA, 143; Treasury (Customs and Secret Service), 5; and Military Services, 12. This course can accommodate 26 students.

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7. Reinforcing the strong interests documented in the preceding paragraphs, Chief, PRG/IC has expressed the conviction in a recent memorandum (Attachment C) that there is a growing realization in the offices producing finished intelligence of the need for adopting advanced analytical methods, and that this need will require expanded training in analytical methods, including the information sciences. Additionally, Chief, PRG/IC speculates that since there are great similarities in the training needs of the various organizations in the intelligence community these organizations may look to the DCI for leadership in fostering arrangements which will provide this training.

8. A practical alternative to a wholly internal information science training program would be to continue a joint intelligence community program with budget, staffing and student participation shared between the concerned agencies. As we see it the advantages and disadvantages of these two courses of action are as follows:

A. Internal Program for Agency Participation Only

(1) Advantages

- Train more Agency personnel more quickly.
- Training objectives wholly Agency oriented.
- Controlled student body with less resultant employee exposure.
- Easier access to Agency systems for training purposes.

(2) Disadvantages

- Higher cost to Agency as space, budget, and staffing our responsibility.
- Larger Agency investment to liquidate when, and if, requirements are fully satisfied.

B. Inter-Agency Program for Intelligence Community Participation

(1) Advantages

- Space, budget and staffing on shared basis with lower cost to Agency.
- More consistent with DCI community role.
- More diversified and better qualified faculty.
- Systems experiences of various agencies shared in training context.

(2) Disadvantages

- Mixed intelligence community student body.
More security problems.
- Agency training needs met at slower rate.
- Training objectives influenced somewhat
by other agencies although needs are
similar.

9. We are mindful of the guidance provided by the Executive Director-Comptroller in July 1972 in reference (b) to operate an information science training program in FY 1974 and beyond for the exclusive use of CIA personnel and these instructions have guided our planning to date. However, sufficient data is available to us now to appraise the magnitude of the requirements for this training. The accumulation of evidence is sufficient to conclude that heavy requirements exist both internally in the Agency and externally in the intelligence community for this training.

10. In reaching a decision on this matter several considerations are worth noting:

A. The support decisions with respect to space (amount and location), budget, staffing pattern and course content are materially affected by the direction of our policy in this matter.

B. Although DIA components have a demonstrated interest in this program, the Defense Intelligence School might oppose continued use of their facilities in FY 1974. Hard bargaining would be involved and agreements would have to be reached at DIA levels above the Defense Intelligence School.

C. NSA has been a strong advocate of a shared community program and probably would provide significant staff support in FY 1974. A full-time NSA officer is currently detailed to the program and there is evidence of their willingness to detail a second instructor in FY 1974. On the other hand, all NSA support will probably be withdrawn if we adopt an internal program.

D. Withdrawal from the community effort has not been expressed or implied by this Agency in any communication on this subject to date. Official notification to participating agencies would be required at a very early date. The Intelligence Information Handling Committee of the USIB is still maintaining cognizance of the interagency training effort.

11. Assuming DIA will agree to continue to use Building T-4 at the Defense Intelligence School and the associated remote terminals, I recommend that we continue the interagency training program under CIA management at least through FY 1974 and that we request additional staff assistance for this program from both NSA and DIA. If DIA refuses our request for the use of Building T-4 I recommend we terminate the interagency program and develop a modified program for exclusive Agency participation.

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HUGH T. CUNNINGHAM
Director of Training

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ATTACHMENT A

MEMORANDUM FOR: Senior Training Officers

SUBJECT : Information Science Training Program
for FY 1974

1. As the result of the recommendation in 1965 of the President's Foreign Intelligence Advisory Board (PFIAB), and a follow-up study by a USIB committee, the DCI requested the Department of Defense to develop and support a program of Information Science training for the benefit of all USIB agencies and departments. Thus, the Information Science Center (ISC) was established in 1967 at the facilities of the Defense Intelligence School (DIS). In 1970 CIA detailed two staff members to augment the faculty of the ISC. In early 1972 DIA announced that it would be necessary to withdraw their financial and personnel staffing support to this project because of heavy DOD budget cuts.

2. The Office of Training (OTR) has been tasked by the Executive Director-Comptroller and the Deputy Director for Support with the responsibility for salvaging sufficient ISC faculty, program and facility resources to permit an Information Science Training Program in FY 1973 and determining the Agency's longer range training requirements. Announcements of FY 1973 courses are being prepared and will be distributed this week. This program will contain a series of shortened and otherwise modified versions of recent ISC course offerings. Also, Information Science and Management Science subjects will be inserted in such key OTR programs as the Senior Seminar and the Midcareer, Intelligence Production, and Intelligence and World Affairs courses.

3. In FY 1974 we expect to improve and expand the inputs in OTR courses. Additionally, there may be a capability to provide separate courses in certain Information Science and Management Science subject areas. The courses under consideration are outlined in the Attachment. It is essential for planning purposes that we receive from your various offices their best estimates of participation in these programs.

SUBJECT: Information Science Training Program for FY 1974

4. Information Science may be defined as the body of knowledge and the methodology dealing with systematic and scientific solutions to intelligence and intelligence support tasks. It combines such approaches as Systems Analysis, Operations Research and Computer Operations, and such methods as Queuing, Network Analysis, Simulation, Linear Programming, Correlation and Regression Analysis, Statistics Modeling, and Probability. Management Science refers to the application of Information Science methods to the functions of planning, organizing, controlling and decision-making.

5. All instruction will be presented in intelligence and intelligence management contexts utilizing, if resources permit, a practical, "hands-on", computer terminal teaching approach. Course offerings will be designed for personnel at all levels who need to know the applications of Information Science to intelligence and intelligence support tasks, including the ability to interface effectively with specialists on information handling systems supporting, or otherwise affecting their responsibilities. As such these courses and course inputs are for the benefit of non-specialist systems users. They are not directed toward systems specialists.

6. If there are any questions with respect to the Attachment, please phone the Admissions, Information and Records Branch, OTR, Extension

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7. We would appreciate your responses by 1 August 1972.

HUGH T. CUNNINGHAM
Director of Training

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ATTACHMENT

MEMORANDUM FOR: Director of Training

ATTENTION : Admissions, Information and Records Branch
(OTR/ISS/AIR), Room 1036, Chamber of
Commerce Building

FROM : _____ (Office Concerned)

Listed below are the best estimates of this office of student enrollments in FY 1974 for the courses described:

<u>Course</u>	<u>Number of Enrollments</u> <u>in FY 1974</u>
A. <u>Information Science for Intelligence</u> <u>(Functions Course)</u>	_____
<p>A six-week course for professional intelligence personnel teaching skills in the applications of Information Science to intelligence collection, production and support tasks. It includes Systems Analysis, Computer Applications, and Operations Research Techniques such as Storage and Retrieval, Linear Programming, Queuing, Bayesian Analysis, Value Analysis, Probability, etc. The course is presented in the context of the intelligence collection, production and support functions of the Agency. Practical, "hands-on" teaching techniques are utilized. Two years intelligence experience is desired but not essential. An engineering or mathematics background is unnecessary. (Grade range -- GS-09 through 14)</p>	

<u>Course</u>	<u>Number of Enrollments in FY 1974</u>
B. <u>Management Science for Intelligence</u>	<hr/>
A one-week course for middle and senior level managers emphasizing the applications of Information Science methods to management tasks. It teaches systematic and qualitative management methods. Course emphasis is on conveying to the student an appreciation of the capability, applicability and limitations of Management Science methods. The student is introduced to the use of computer terminal but skills are not developed. (Grade range -- GS-12 to 15. Special courses can be offered for grades GS-16, 17 and 18.)	
C. <u>Systems Analysis for Intelligence</u>	<hr/>
A two-week course in Systems Analysis Techniques for intelligence professionals. It incorporates much of the Information Science material of the Functions Course (see paragraph 1, A) but is reduced in scope and depth. Practical exercises are utilized and elementary skills are developed. (Grade range -- GS-09 through 14.)	
D. <u>Survey of Intelligence Information Systems</u> <u>(Survey Course)</u>	<hr/>
A three-week course for intelligence officers designed to provide an overview of the information handling systems of the various agencies of the Intelligence Community. It surveys the content, services, capabilities, and limitations of these systems. It includes visits to CRS, WPIC, DIA, and NSA. It teaches elementary skills in the use of storage and retrieval and on-line terminals and the application of these skills to intelligence tasks. (Grade range -- GS-09 through 15.)	

<u>Course</u>	<u>Number of Enrollments in FY 1974</u>
E. <u>Workshops in Intelligence System Applications</u>	_____
Two or three week special courses designed to meet the unique Information Science training requirements of highly functional areas of application. These can be tailored to meet the such special needs as Indications and Warning, Finance, Current Intelligence, Clandestine Services. (Grade range -- as desired by customer office.)	
F. <u>Any Other Information Science or Management Science Course desired by customer office for non-systems specialist and non-technical personnel. (Describe)</u>	_____

G. Any other comments:	_____

SUMMARY
 INFORMATION SCIENCE TRAINING REQUIREMENTS
 FY 1974

	INFORMATION SCIENCE FOR INTELLIGENCE (6 weeks)	MANAGEMENT SCIENCE (1 week)	SYSTEMS ANALYSIS (2 weeks)	SURVEY OF INFORMATION HANDLING SYSTEMS (3 weeks)	SPECIAL WORKSHOPS (2-3 weeks)	TOTALS
<u>DDI</u>	23	62	42	49	24	200
<u>DDP</u>	2	3	1	--	3	9
<u>DDS</u>	15	33	11	8	20	87
<u>DDS&T</u>	2	9	11	6	3	31
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TOTALS	42	107	65	63	50	327

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DDI

INFORMATION SCIENCE TRAINING REQUIREMENTS

FY 1974

	INFORMATION SCIENCE FOR INTELLIGENCE (6 weeks)	MANAGEMENT SCIENCE (1 week)	SYSTEMS ANALYSIS (2 weeks)	SURVEY OF INFORMATION HANDLING SYSTEMS (3 weeks)	SPECIAL WORKSHOPS (2-3 weeks)	TOTAL
SRS	2	--	--	--	2	4
IRS	--	1	--	--	--	1
DCS	--	2	--	--	--	2
OER	--	--	--	5	--	5
OCI	3	3	1	5	7	19
CRS	1	14	13	7	--	35
IAS	8	10	6	2	1	27
OEGI	2	6	6	6	3	23
OSR	1	1	--	2	--	4
NPIC 25X1	6	22	13	21	9	71
<div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block;"></div>	--	1	--	1	--	2
SSG	--	2	3	--	2	7
<hr/>						
TOTALS	23	62	42	49	24	200

DDP

INFORMATION SCIENCE TRAINING REQUIREMENTS

FY 1974

	INFORMATION SCIENCE FOR INTELLIGENCE (6 weeks)	MANAGEMENT SCIENCE (1 week)	SYSTEMS ANALYSIS (2 weeks)	SURVEY OF INFORMATION HANDLING SYSTEMS (3 weeks)	SPECIAL WORKSHOPS (2-3 weeks)	TOTAL
WH	1	1	1	--	--	3
BUR	--	--	--	--	--	--
NEA	--	--	--	--	--	--
FE	--	--	--	--	--	--
FR	--	--	--	--	--	--
CA	--	--	--	--	--	--
25X1 <div></div>	--	--	--	--	--	--
MP	1	2	--	--	3	6
<hr/>						
TOTALS	2	3	1	0	3	9

DDS

INFORMATION SCIENCE TRAINING REQUIREMENTS

FY 1974

	INFORMATION SCIENCE FOR INTELLIGENCE (6 weeks)	MANAGEMENT SCIENCE (1 week)	SYSTEMS ANALYSIS (2 weeks)	SURVEY OF INFORMATION HANDLING SYSTEMS (3 weeks)	SPECIAL WORKSHOPS (2-3 weeks)	TOTALS
OS	--	--	--	--	--	0
OC	5	4	3	5	--	17
OMS	--	1	--	3	--	4
OF	--	--	--	--	20	20
OL	--	4	--	--	--	4
OP	6	10	--	--	--	16
OTR	4	14	8	--	--	26
TOTALS	15	33	11	8	20	87

DDS&T

INFORMATION SCIENCE TRAINING REQUIREMENTS

FY 1974

	INFORMATION SCIENCE FOR INTELLIGENCE (6 weeks)	MANAGEMENT SCIENCE (1 week)	SYSTEMS ANALYSIS (2 weeks)	SURVEY OF INFORMATION HANDLING SYSTEMS (3 weeks)	SPECIAL WORKSHOPS (2-3 weeks)	TOTALS
OSA	--	--	--	--	--	--
ORD	1	2	1	2	1	7
OCS	--	--	--	--	--	--
OSI	--	4*	8*	1*	1	14
OSP	--	--	--	--	--	--
EMSAC	--	1	1	--	1	3
OEL	1	2	1	3	--	7
<hr/>						
TOTALS	2	9	11	6	3	31

* Office estimate reduced by 50% on recommendation of EO/OSI

CONFIDENTIAL

5-72-0845

Approved For Release 2003/05/05 : CIA-RDP84-00780R006100160015-4

DD/S 72-4045

25 October 1972

MEMORANDUM FOR: Mr. Robert Wattles, A/DDS

SUBJECT: D/DCI/IC Projects Which May Affect Future
Training Requirements

1. As a matter of background information in your consideration of future training responsibilities of OTR, I thought you would be interested in the following comments on two projects which are being undertaken in the Product Review Group of the IC staff. Both of these projects relate to the charge in the President's memorandum of 5 November 1971, "Organization and Management of the U.S. Foreign Intelligence Community," that "a determined effort be made to upgrade analysis personnel and analysis methods."

2. The first project is examining the training in analytical methodologies which is being provided intelligence production analysts in CIA, DIA, and INR/State. Annexes to the study already have been prepared on each organization. The text of the study will evaluate the manner in which this training is being applied in the production process and will comment on expected future requirements. It already is clear, however, that one of the objectives should be the fostering of an improved environment within the production offices for experimentation with new analytical methodologies on live intelligence problems and increased use of computer support to take advantage of what the behavioral sciences and information sciences can offer.

3. The second project, closely related to the training study, involves an examination of ways and means of experimenting with new and better ways of developing intelligence products. The recent decision to authorize establishment of a five-man staff in DDI for this purpose is one of several indications of growing interest in this problem in the intelligence community. Both DIA and INR/State have experimental efforts underway. PRG/IC is working with the DOD Advanced Research Projects Agency to learn what applicable research, of at least potential use to the intelligence community, already has been financed in universities and elsewhere by ARPA. It now seems probable that one recommendation of the study is going to be that the DCI form a community committee to foster exchanges of information on product development among elements of the intelligence production community and to propose specific research projects.

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4. Both of these study efforts are still in their information gathering stages, but I am already convinced that there is a growing realization in the offices involved with production of finished intelligence of the need for adopting advanced analytic methods and that expanded training in analytical methodologies and the information sciences will be necessary. Since all of the organizations face problems which are quite similar in nature, the kinds of training required also are going to be similar. This will increase interest in jointly-sponsored training activities or in training conducted by one organization for the use of all as a matter of common concern. In view of the responsibilities of the DCI in matters of community resource use, there may well be a tendency to look to him for leadership in fostering arrangements which will provide training at the least overall cost.



\ Chief, PRG/IC

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DD/S Distribution:

Orig - Mr. OTR (10/30/72)

1 - DD/S Subject ✓

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TRANSMITTAL SLIP

DATE

15 November 1972

TO: Mr. Coffey via Mr. Wattles

ROOM NO.

BUILDING

REMARKS:

Recommend your signature. (2)

LDP

15 NOV 1972

A PERSUASIVE PACKAGE
IN MY OPINION

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

RSW

Where are we on

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the



rewrite?

JWC
9 NOV 1972

JWC
9 NOV 1972

25X1
POD TOLD TEX THEY WOULD
HAVE IT HERE BY END OF THIS
WEEK - TEX IS REMINDING TODAY.
/ GATHER [REDACTED] WAS DELAYED BY
THE TASK OF SORTING PRIORITIES
AMONG ALL THOSE WHO WANTED TO
ATTEND THE COURSE

See 72-4277

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RSW



asked

me to tell you
that OTR has 249
applicants for the one
week Info Science
Course — only 26
can be accommodated.

[Signature]

LINDA HOLD

PENDING RECEIPT OF

ADDITIONAL MEMO FROM
25X1

MR. QTR

SUBJECT: Info Science Center

(72-4045, 72-3946, 72-3945)

CONFIDENTIALDD/S 72-4134
FILE *Planning*

DD/S 72-4134

3 NOV 1972

MEMORANDUM FOR: Director of Planning, Programming and Budgeting

Chuck:

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[] tells me that [] has heard about the attached memorandum and has requested a copy of it. You'll appreciate, I'm sure, my initial reluctance for giving it further distribution. This was written by [] at my request and following a discussion I had with him which was, in turn, prompted by our efforts to develop a paper for Colby on the Information Science Center. Since the substance of [] memorandum is a community matter and not yet an Agency matter, and will become one from the Support point of view only as it may contribute to the decisions about Information Science training, I must ask that you consider this only as an information item. Should the work going on in the IC Staff be reflected in other actions, e.g., by the DD/I, then that becomes Ed Proctor's responsibility with you. I am particularly concerned that this matter not be raised with Mr. Colby until we can present to him our paper on the Information Science Center. Our paper is going to take the position that we cannot limit Information Science training to the Agency, contrary to the at least current doctrine we have from him. I am particularly conscious of his wont to move rather quickly to strong policy positions. I would rather leave this "sleeping dog lie" until we are prepared with our full paper, which event I trust will be a matter of only a few days.

Robert S. Wattles
Robert S. Wattles

Att

Cy of Memo dtd 25 Oct for ADD/S fr C/PRG/IC,
subj: D/DCI/IC Projects Which May Affect Future
Training Requirements

ADD/S:RSW/ms (3 Nov 72)

Distribution:

Orig & 1 - Adse, w/cy of Att (DD/S 72-4045)

1 - DD/S Chrono

1 - DD/S Subject, w/Att & Background

1 - RSW Chrono

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SUGGESTIONS

1. We should pose the alternatives with (briefly) the pros and cons of each and then take our position on one.
2. I would add to the paragraph on DCI/USIB our observation that the inter-Agency exchange did not imply abandonment of the community access.
3. Nothing here on the undoubted loss of staff held from NSA if we cut them out.
4. 5. How realistic is proposal to use T-4 and get financial help from NSA and DIA? If this would require hard bargaining, let's say so.

DD/S Distribution:

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Orig - Mr. OTR (10/30/72)

1 - DD/S Subject✓

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RSW

Although the ORK draft paper does a good job of stating the problem, it lacks a definitive D/S proposal.

It seems to me, that DD/S should have a portion, i.e., extend present arrangement through FY 74 to (a) save money, (b) to establish CIA leadership in this field, and (c) to support (protect) the DCI.

If you agree, perhaps we should discuss how best to proceed.

P

CONFIDENTIAL

22-3945

10/16/72

DRAFT

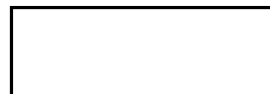
MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Requirements for Information Science Training

Bill :

The attached paper directs itself to the training requirements surfaced by OTR for the information science training program for FY 74 as a prelude to the determination of the resources required for a continuation of this program beyond FY 73.

You will note that the level of interest within CIA is surprisingly high, even though needs may still be underestimated in some quarters. This outlook is supported by extremely heavy enrollments from both inside and outside CIA for the courses already scheduled in FY 73. It is the strong expressions of interest from the other agencies and departments that cause me to have fresh concerns and prompts me to raise the issue again, recalling well the guidance contained in your memorandum of 13 July 1972. However, at that time we had no idea the demand from NSA and DIA for participation would be so strong. I question how much study was actually involved in the DIA/DOD decision to close the Information Science Center.



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This new situation poses fresh problems for me and much of what must be done to prepare for FY 74 must be accomplished soon. Our plans are contingent on our policies and resulting clientele for that period. These determinations have a direct bearing on the location of the program, the size of its facilities, the size and composition of the staff, computer access arrangements, the nature of course materials (a major undertaking for longer programs), to name but a few.

If you decide afresh that we will offer a CIA internal program only in FY 74 then, it would appear the Director must be prepared to inform the USIB agencies very soon that the program will not be available to them beyond 30 June 1973. They will need to construct programs for their own use and that takes time.

You may wish to consider the alternative of continuing the inter-Agency program through FY 74 on an expanded basis and with increased staff and financial support from DIA and NSA. This might include continued use of Building T-4 on the Defense Intelligence School premises, although some improvements in classroom facilities would be imperative. Use of this building should include continued use of DIA remote terminals and controlled access to the DIA data base for training purposes.

While this arrangement would not provide CIA students with access to CIA data base, it would teach them the principles involved in data storage and retrieval and these principles are transferable to CIA systems in a general sense. If we do not use existing facilities we must begin at once to make arrangements for the program in CofC Building, Ames Building, or some

other yet unidentified location. This kind of arrangement would identify more precisely with CIA needs but would also be more costly.

Under no circumstances should CIA relinquish management of its program. Mismanagement by DIA was probably the cause of the previous failure.

John W. Coffey
Deputy Director
for Support

DD/S Distribution:

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Orig - Mr. OTR (10/30/72)

1 - DD/S Subject ✓

REF ID: A66666

72-3946

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Requirements for Information Science Training

REFERENCES : (a) Memo dtd 5 July 72 to Ex Dir-Compt.
fr DD/S (DD/S 72-2670)

(b) Memo dtd 13 July 72 to DD/S fr
Ex Dir-Compt., subj: Information
Science Training, (ER 72-3894/3)

(c) Memo dtd 12 May 72 to DD/S fr
DTR, same subject (DTR-7516)

1. Paragraph 8 contains a recommendation for the consideration of the Deputy Director for Support.

2. Reference (a) requested that the Executive Director-Comptroller provide guidance on the desired level of effort for the information science training program beyond FY 1973 for the purpose of ascertaining the resources to be planned for this activity. In response, Reference (b) directed that the potential customers be contacted for estimates of their requirements for this training, following which a better overall judgement could be made with respect to the total investment needed for this activity.

3. On 14 July 1972 the Director of Training sent a comprehensive questionnaire to all Agency offices and staffs requesting their best estimates of requirements for a variety of courses in the information science field (Attachment A). In addition to the suggested courses the recipients were encouraged to specify any type of information science or management science course needed for the development of their employees. Each addressee was provided with a statement defining the goals of the overall program and describing the scope of the possible courses.

4. A summary statement of the total requirements is provided in Attachment B. A further breakdown of these totals for the offices, staffs, and where appropriate, the divisions of each Directorate are contained in Attachments C, D, E and F. As you will note from these attachments the total recorded Agency requirement for information science training for FY 1974 is for 327 students. Of this number 277 students

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would be enrolled in four specific courses as follows: Information Science for Intelligence -- 42 students; Management Science for Intelligence -- 107 students; Systems Analysis -- 65 students; and Survey of Information Handling Systems -- 63 students. The remainder of the requirement, 51 students, was for several functionally oriented information science workshops described in the succeeding paragraph. Judging from the strong interest generated by the questionnaire in many components and the negative responses from a number of other large components who probably have unidentified needs, it is our view that the estimates provided in this paragraph are very conservative and that we will discover that actual applications for enrollment in information science courses in FY 1974 will exceed these estimates.

5. Attachment A invited the recipients of our questionnaire to identify any special requirement not satisfied by the proposed courses. Components identified special needs as follows:

A. Office of Finance, DDS, has a very firm requirement to provide 20 OF careerists with five to six weeks of information science training primarily designed for finance personnel. The Director of Personnel has noted that he is prepared to designate two or three finance officers to work with a OTR Staff in developing a course to meet their specific requirements in this important area. Although we have met with Office of Finance personnel on several occasions to discuss course content, and although a few of their personnel have attended our on-going course in Information Science for Intelligence, we have not been able to satisfy this standing requirement.

B. Office of Current Intelligence, DDI -- OCI has responded that it is interested in a one-week course aimed specifically at current intelligence needs. In a subsequent conversation with the DTR, the D/OCI has stated that he perceives a need for a course in computer science especially designed for senior officers. He has suggested a course meeting from 1000 to 1500 hours for five days, enabling participants to be at their desks at the beginning and end of each day.

C. Special Research Staff, DDI, has stated that it expects to have information science missions and capabilities for the first time by FY 1974 and may desire two or more special workshops by that time.

realistic document and can serve as a basis for any reprogramming for FY 1974. While the course offerings may need to be modified, the quantity of instruction (55 weeks) envisaged in this document is essentially correct. If a decision is made to continue interagency training in 1974, additional instructors must be detailed from participating agencies, particularly NSA and DIA.

3. I recommend that resources approximating those outlined in reference (c) be made available to this office in FY 1974 for the purpose of operating the information science training program at a level commensurate with stated requirements.


Acting Director of Training

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Orig - Mr.  OTR (10/30/72)

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D. Imagery Analysis Service, DDI, responded that it is interested in tailoring a course to provide information science techniques to a select group of IAS personnel but would defer specific requests for this training until they gain more experience with the regular course. A senior IAS officer has attended the just completed course in Information Science for Intelligence.

E. National Photographic Interpretation Center, DDI, has recorded a requirement for at least one special workshop for their personnel. It is likely that the IAS and NPIC requirements can be consolidated in a single course.

F. Special Study Group, DDI, foresees a need for a workshop in the application of information science to indications and warning intelligence. There have been previous expressions of interest from DOD sources for this kind of a course and the now defunct Information Science Center had planned to prepare such a course for FY 1973. Mr. [] of CIA was to be the Chief Instructor. The limited staff resources available to OTR have precluded any effort in this direction this year.

G. The Office of Logistics, DDS, has suggested that a special course might be desirable as SIPS comes into being.

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6. Another very strong indicator of the extent of the interest in this training was derived from the response to the recently offered interagency course in Information Science for Intelligence (four weeks). A total of 130 applications were received for a course accommodating but 27 students. These were received as follows: CIA, 24; DIA, 57; NSA, 40; and Military Services, 9. Thus, the backlog of applicants will carry us at least through FY 1973 without any further announcements of this particular course. We anticipate that a one-week course in Management Science scheduled for the period 13-17 November will be just as heavily over-subscribed. In the first ten working days following the course announcement, 24 applications were received from CIA sources alone. Applications have not been received as yet from other agencies but these are normally received at or near the deadline of 27 October. A total of 100-200 applications are expected.

7. Reference (c), dated 12 May 1972, projected this office's budget, staff and space requirements for FY 1973 through FY 1978. In the light of our subsequent experience with this program and the response to requests for component requirements, reference (c) stands up as a